King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.03.015, **Employee Assistance Program**		Approved By:	Director John Diaz
		Effective Date:	April 15, 2022
		Reviewed By:	PRC
		Review Date:	March 24, 2022
Distribution:		Document Code No.	

Purpose
To inform employees about the services available through the Employees Assistance Program (EAP) and Making Life Easier Program (MLEP).

Policy
It is the policy of this department to encourage employees to utilize the King County EAP or MLEP Programs when appropriate.

A. General Guidelines

1. The EAP is a county resource for all employees for consultation and recommendations, regarding problems affecting the workplace or work performance.
2. The MLEP is a separate service from the Employee Assistance Program.
3. The MLEP is a contracted, off-site service available to benefit-eligible employees, their dependent family members and anyone living in the employee's household for counseling and a variety of personal issues that are not work-related.
4. The EAP and MLEP offers assessment and referral services for, but not limited to family issues, relationship problems, alcohol and drug problems, anxiety, depression, anger, domestic and workplace violence, grief and loss, stress, financial and legal problems, eldercare, and health issues.
5. The EAP and MLEP purpose is to help the employee identify the full scope of the problem and then formulate a plan of action to resolve it.
6. Supervisors may recommend that employees contact EAP and MLEP.
7. Contact with EAP or MLEP is confidential; discussions are private and shall not be included in any personnel record.
8. Meetings with EAP or MLEP are confidential.
9. Under certain circumstances, the Department may compel participation; otherwise, the Department is not aware that an employee has used EAP or MLEP.
10. Initial assessments, brief counseling, and referrals by EAP and MLEP are at no charge to the employee. Information regarding fees for additional resources will be explained, if necessary. County health plans may provide coverage.

B. To Contact the EAP or MLEP

1. For a work-related situation contact (206) 263-8733 or email HRDEAP@kingcounty.gov.
3. For a personal issue contact the Making Life Easier program at 1-888-874-7290 twenty-four (24) hours a day.

Supervisors making recommendations to employees to contact EAP or MLEP shall forward a report or email documenting their actions to DAJD Human Resources.

King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration & Personnel Management**	
1.03.016, Background Investigations	Approved By:	Director Allen Nance
	Effective Date:	December 05, 2024
	Reviewed By:	PRC
Distribution:	Review Date:	November 14, 2024

Purpose
Background investigations are conducted for the purpose of determining whether access to department facilities shall be approved.

Policy
In order to ensure the safety and security of department facilities and maintain compliance with federal, state and local laws, it is the policy of the department to require background investigations for DAJD employees, non-DAJD employees, contractors, volunteers and/or service providers, face-to-face visitors and other individuals who are seeking access to the detention facilities as required by the Division Director/Facility Commander or designee.

References
Federal: Prison Rape Elimination Act (PREA)
RCW's: 10.97 Washington State Criminal Records Privacy Act
43.101 Criminal Justice Training Commission - Education and Training Standards
Department Policies: 1.03.050, Drug Use
4.01.005, Searching and Screening at Public Entrances
4.01.008, Identification for Access to Department Facilities
Selection Standards for King County DAJD (2019)

Definitions
Non-DAJD Employees: For the purpose of this policy, any person who is employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position, or administrative temporary position for a King County department or office other than DAJD.
Contractor: An individual who works on contract for the County and/or for the department. "Contract" means a formal agreement between King County and a vendor or contractor to provide a defined set of services, or goods, materials, supplies within a specified time period with specified compensation. This includes temporary personnel hired via King County contracts with employment agencies.
Face-to-Face Visitors: An individual or group of individuals who visit the facility periodically or on a one-time basis for the purposes of face-to-face contact with a resident/detained youth, facility tour or meeting with administration.

Volunteers and/or Service Providers: Individuals or groups, who are not employed by King County, which may meet one on one or facilitate group programming with residents/detained youths. Based on the work site assignment (secure vs. public access area), and other requirements or restrictions, they may be given face-to-face or window access to provide services to their clients or conduct group informational/educational workshops. They may include, but are not limited to, case managers with Seattle Mental Health or the Community Psychiatric Clinic, facilitators with Seattle Planned Parenthood, employees of community-based agencies or religious groups, etc.

DAJD Employee/Applicant: Individuals who are seeking employment or are employed with the department. This may include seeking employment or being employed in a career service position, exempt position, term-limited-temporary position, short-term temporary position or administrative temporary position with the department.

Criminal History Record: Information contained in records collected by criminal justice agencies, other than courts, on individuals, consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising there from, including acquittals by reason of insanity, dismissals based on lack of competency, sentences, correctional supervision, and release. The term includes information contained in records maintained by or obtained from criminal justice agencies, other than courts, which provide individual identification of a person together with any portion of the individual's record of involvement in the criminal justice system as an alleged or convicted offender.

Non-conviction Data: Consists of all criminal history record information relating to an incident which has not led to a conviction or other disposition adverse to the subject, and for which proceedings are no longer actively pending.

Conviction Record: Criminal history record information relating to an incident which has led to a conviction or other disposition adverse to the subject.

Disposition: The formal conclusion of a criminal proceeding at whatever stage it occurs in the criminal justice system.

Abbreviations:

CHRC: Criminal History Reference Check (includes NCIC, III, WASIS and WACIC)

A. General Guidelines

1. Background investigation information is confidential and shall only be provided to individuals who have a need to know, which includes the director, deputy director, facility commanders, majors, division directors, the Internal Investigations Unit (IIU) commander, Human Resources (HR) Section personnel, Special Investigations Unit (SIU) sergeants, the polygraph examiner, the psychological examiner, and the designees of the individuals listed above.
2. Several factors determine the level of background check needed, including, but not limited to, the nature of service performed by the individual, whether the individual shall be escorted or supervised, the frequency of access to the facilities, and the information which an individual may have access to for non-DAJD employees:
    a. Unescorted access, unsupervised resident/detained youth contact. Requires a full background investigation, including a psychological evaluation.

b. Unescorted access, supervised resident/detained youth contact. Requires a background investigation and a psychological evaluation may be required at the discretion of the facility commander or division director.
c. Escorted access, supervised resident/detained youth contact. Requires a background investigation, exclusive of polygraph and psychological evaluations.

3. The department shall conduct background investigations no more than every five years, of current individuals with facility access (in compliance with PREA Standard 115.17, Hiring and promotion decisions), in line with the background standards listed above (2. c.).

B. Confidentiality

As a result of background investigations, information of a personal nature may be uncovered. Therefore:

1. Every precaution shall be taken to safeguard personal information gleaned as a result of a background investigation.
2. Information acquired as a result of a background investigation shall be divulged on a "need to know" basis only to department personnel listed in section A.1, and no copies shall be made available of any documents pertaining to the investigation.
3. The retention period for background investigation information shall be based upon the Washington Secretary of State Records Retention Schedule.

C. Criminal History Background Investigation Process for Department Applicants, Employees and Non-DAJD Employees:

1. Prior to an employee's certification as a Corrections Officer by the Criminal Justice Training Commission (CJTC), the department shall certify to the CJTC that the background investigation required by RCW 43.101 Criminal Justice Training Commission - Education and Training Standards has been completed.
2. Juvenile Detention Officer (JDO) applicants are required to complete polygraph and psychological evaluations as part of the hiring process.
3. Non-DAJD employees being considered for access to department facilities or access to department information must undergo the department's background investigation process. The background investigation phases outlined below are listed in the usual order in which these phases are completed. However, this order may vary based upon phases required for the classification and/or request for access.
4. The background investigation process for King County employees who do not work for the department, contractors, service providers, volunteers and program personnel who have unsupervised access to the facilities and to department information:
   a. The individual shall be provided a background packet which includes:
      1) Background Investigation Questionnaire (BIQ) for Non-DAJD Employees.
      2) Clearance Request.
   b. The individual fully completes the background packet and returns it to the supervisor who provides programmatic oversight over the requestor. The supervisor ensures the packet is complete and then forwards the packet to SIU.
   c. A criminal records check is completed by the SIU Sergeant. The criminal records check may include a review of information obtained via the

Interstate Identification Index (III), Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC), Accurint, Judicial Access Browser System (JABS) and other information gathering services:
1) References
2) Residential information
3) Real property
4) Affiliations
5) Traffic offenses
6) Washington State Child Abuse Registry

d. Background investigations file review shall be completed by a SIU sergeant, facility commander, major or division director, with additional approval from the director, if necessary.
e. If access is denied, the individual may request reconsideration by the major/deputy division director (or higher authority).
f. If approved for access, an identification badge may be issued in accordance with the employee's level of facility access.
g. The facility commander/division director, or major/ deputy division director continues to review any background information received thereafter for a determination of continued access.
h. Upon termination of services, issued identification badges must be collected.

D. Additional Requirements for Volunteers and Service Providers:

1. The Volunteer/Service Provider shall:
   a. Successfully complete the facility access process bi-annually, including the Criminal History Reference Check following department policy 4.01.008, Identification for Access to Department Facilities.
   b. Meet the following minimum criteria for unescorted volunteer/service provider "inside jail" access:
      1) Be 21 years old within 30 days of the application process (or 18 years old if escorted and with department staff present for supervision).
      2) Be off of parole/probation for a minimum of the previous two (2) years.
      3) If the applicant has one (1) conviction, they must not have been incarcerated for a minimum of the previous three (3) years.
      4) If the applicant has more than one (1) conviction, they must not have been involved in the criminal justice system for the previous five (5) years or more (including charges, incarcerations, probation or parole, etc.). Window visitation may be authorized if a minimum of two (2) years have passed since any criminal justice system involvement.
      5) Is not presently using controlled substances of any kind/illegal drugs. The department has zero tolerance for illegal drug use. Consideration of an individual's prior illegal drug use history shall be given following department policy 1.03.050, Drug Use.
      6) Not have any outstanding charges or warrants.
      7) Successfully complete the department's Criminal History Background Review and Evaluation.
      8) Successfully complete and be cleared on the jail electronic imaging application.
      9) If deemed necessary, complete the department's security orientation.
      10) If designated by the program coordinator for resident contact access,

complete the 8-hour training session during their first year of access.
11) Attend PREA training and orientation.
12) Must not be a department employee.
13) Must not have been previously terminated from employment with the department in the last two (2) years. Following the two (2) year time limit, individuals shall be reviewed on a case-by-case basis.
14) Must not have been charged or convicted for introduction of contraband to a detention facility.
15) Must abide by the Service Provider "Volunteer-Professional" Behavior Standards.
16) Must abide by facility safety and security regulations, and staff directives.
17) Must be a current volunteer or employee of the community agency under which they are receiving facility access and whom they are representing in their provision of services.
18) Comply with requirements for the department's electronic imaging and/or the HR background procedure for the "picture ID" badge following department policy 4.01.008, Identification for Access to Department Facilities.
19) Exceptions to these provisions can be granted, on a case-by-case basis, by the Deputy Director, Facility Commander or Division Director or their designee.

c. Visitors to residents at the adult division facilities shall not undergo a criminal history background check but shall be run for warrants and no contact/restraining orders. If current, active warrants or no contact/restraining orders (related to the individual they are visiting) are located, facility access shall be denied.

E. Information Considered for Approval and Denial of Facility Access

1. The following areas are considered in determining access to department facilities, to include, but not limited to:
   a. The department retains the right to deny an individual's application for entry based upon intelligence or information gained through confidential sources that shall be non-disclosable to the individual seeking access.
   b. Consideration shall be given to the individual's level of cooperation in the background process. The individual must cooperate by providing true, complete statements, without intentional falsifications, omissions, or misleading statements. Any finding of the above may result in the denial of access to department information and facilities.
   c. Consideration shall be given to the individual's criminal history record. This includes consideration of non-conviction data, the conviction record, dispositions adverse to the subject, admission of criminal activity (even if not arrested or convicted), the seriousness of the offense, the date of the offense, and the age of the individual at the time of the offense. Any of these may result in the denial of access to department information and facilities. If an individual is denied only on the basis of criminal history, the department will provide information about how to obtain and dispute their criminal history through the WSP WATCH system.

d. The department has zero tolerance for illegal drug use. Consideration shall be given to an individual's illegal drug history following department policy 1.03.050, Drug Use.
e. Consideration may be given to an individual's domestic violence history, violation of court orders, the number of crimes committed and what the individual's convictions are for.
f. Consideration shall be given to an individual's history and record of sexual abuse, sexual assault, harassment or related offense as required by PREA.

2. Exceptions to these provisions can be granted in accordance with the CJIS policy, on a case-by-case basis, by the Deputy Director, Facility Commander or Division Director or their designee.

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	Chapter 1 **Administrative and Personnel Management**

1.03.026 - **Return to Work after Illness or Injury**		Approved By:	Director Allen Nance
		Effective Date:	May 06, 2025
		Reviewed By:	PRC, HR Service Delivery Manager
		Review Date:	March 26, 2025
Distribution:		Document Code No.	

Purpose
To establish procedures for returning to work following or during an injury or illness.

Policy
It is the policy of the department that employees able to return to work following an employee's own illness or injury requiring an absence of five consecutive shifts or more, and/or employees who have medical restrictions shall submit the appropriate health-care information to the DAJD Leave Management team prior to reporting to work. It shall be the responsibility of HR to maintain the confidentiality of employee's medical records, review all health-care information, advise management of any medical restrictions or accommodations, and inform the employee of their release for work date. Each employee's medical restriction and placement into transitional, restricted, or alternative duty shall be reviewed by HR, on a case-by-case basis.

References

King County Policies:	Reasonable Accommodation in Employment for Individuals with Disabilities, 2022-001 Transitional Duty for Employees with Temporary Medical Restrictions, 2022-002
King County Form:	Absence Request Form (1394)
Department Forms:	Essential Functions Form/Job Analysis

Definitions
Transitional duty: Short-term (limited duration) work assignments for employees who have temporary medical restrictions that preclude them from performing one or more essential job functions. Transitional duty assignments include either restricted duty or alternative duty.
Restricted duty: Assigned work that includes the short-term temporary elimination/modification of some essential job functions the employee is unable to perform due to temporary medical restrictions.
Alternative duty: Assigned work for employees who are unable to perform the essential functions of their regular position. Alternative duty is not part of the employee's regular body of work.
Medical restriction: A limitation of a physical, sensory, or mental nature that is documented by a licensed health care provider. The restrictions may be the result of

occupational or non-occupational medical conditions. Non-occupational medical conditions may include illness resulting from or occurring during pregnancy (refer to the King County Code section 3.12.247 for additional guidance on limited duty assignments due to pregnancy).

Temporary medical restriction: A medical restriction that is documented by a licensed health care provider that is expected to improve or resolve within six months.

Permanent restrictions: A medical restriction that is documented by a licensed health care provider as permanent, fixed, and stable, and/or not expected to improve.

A. General Guidelines

1. Employees returning to work following an illness or injury requiring an absence of five consecutive shifts or more, and/or employees who have a need for new or updated medical restrictions shall:
   a. Provide the DAJD Leave Management team with a completed Essential Functions Form or Job Analysis form and the DAJD Leave Management team will provide a list of the restrictions being requested to the Division for modified/light duty consideration.
   b. Contact their shift commander/division head/supervisor prior to the start of each shift or as directed in order to arrange a return-to-work schedule based upon the availability of meaningful work in alignment with their medical restrictions.
2. An employee returning to work who has not completed the required health care information and had it processed by the DAJD Leave Management team, may be assigned transitional, restricted, or alternative duty by a supervisor for a maximum of three (3) shifts/workdays.
3. The appropriate medical documentation must be forwarded prior to the start of the fourth (4^{th}) shift/workday to the DAJD Leave Management team, or the employee shall be sent home until appropriate documentation has been received by the DAJD Leave Management team, during which time they may be required to utilize their own accrued leave.
4. Employees shall return to work based upon their medical restrictions and any assignment limitations recognized by their collective bargaining agreement, or policy.
5. Facility access for employees with medical restrictions must be approved by the shift commander/division head/supervisor (or higher-ranking authority).

B. Return to Work

1. If an employee is returning to work with a need for new or updated medical restrictions or returning after being absent more than five (5) consecutive shifts/workdays, or as directed by the DAJD Leave Management team, the employee must have a licensed health care provider submit the appropriate Essential Functions Form/Job Analysis Form, completed by the licensed health care provider prior to returning to work.
2. The employee shall fax or email the appropriate Essential Functions Form/Job Analysis Form documenting a release for work or restrictions to the DAJD Leave Management team immediately prior to any scheduled return to work. Protected health information shall be provided to the DAJD Leave Management team only, and not forwarded via the chain of command.
3. If an employee provides appropriate documentation of a release to return to work full duty without restrictions, the DAJD Leave Management team will notify the division of the release to include the effective date. If an employee provides

documentation that includes a new request for restrictions, the DAJD Leave Management team shall evaluate the restrictions and consult with the appropriate division administration, Safety and Claims, and/or Disability Services to make appropriate return to work placement into transitional duty, which includes either restricted or alternative assignments.

4. Decisions regarding transitional duty assignments are not impacted by seniority.
5. Employees transitioning back to work shall work with the DAJD Leave Management team and Disability Services to identify any accommodations that may be needed to complete the transition process.

C. Restricted Duty Assignments:

1. Restricted duty assignments shall be made with the following priority:
   a. Employees on restricted duty must contact the shift commander/supervisor prior to reporting to work to ensure the availability of a modified/transitional duty/restricted duty post.
   b. First-come-first-served, the first employee available to work with restrictions can remain for their shift/workday; the last employee with restrictions must be sent home if no assignment is available.
      1) If an employee is sent home due to no restricted duty positions being available, the shift commander/division head/supervisor shall notify the DAJD Leave Management team of the occurrence.
   c. Adult Division staff assigned to MRJC that are using crutches, canes or other mobility assistance devices shall not enter the detention level of the facility and may be reassigned to KCCF for the duration of their restricted duty assignment.
   d. Adult Division staff using crutches, canes or other mobility assistance devices shall be limited to using elevator #1 at KCCF. These staff shall not move into the elevator #1 sally until it is void of residents and secured.
   e. Staff requiring the temporary use of mobility devices, may be assigned to work within secure detention on a case-by-case basis.
2. Employees on a workers' compensation claim must provide documentation on their Absence Request Form (1394), when restricted duty is not available.
3. If an employee receives permanent restrictions, then a medical resignation/ termination, may be appropriate.
4. If there are no restricted duty assignments available, the employee shall be sent home on sick leave or time loss benefits, as applicable.

D. Alternative Duty Assignments:

1. If an employee is not able to return to their job assignment because of the nature of the restrictions, then the DAJD Leave Management team shall work with Disability Services in assigning an employee to alternative duty.
2. Alternative Duty Assignments are sets of job tasks that can be identified as being available in a particular division.
3. Placement shall be first come, first served, and shall be assigned as follows:
   a. Within the division the employee would normally be assigned.
   b. Within another division of the department.
   c. Within another department of the Executive Branch.
4. If there are no alternative duty assignments available, the employee shall be sent home, or stay home on sick leave, or time loss benefits, as applicable.

E. Release to Full Duty

Employees released to full duty upon completion of transitional duty including restricted or alternative duty, shall provide the appropriate completed Essential Functions Form/Job Analysis Form to the DAJD Leave Management team.